

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2020-57 A**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Executive Assistant – Community Health &amp; Wellness</b>
<b>OPENING DATE:</b>	<b>September 28, 2020</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Community Health &amp; Wellness</b>
<b>SALARY RANGE:</b>	<b>E-13; \$40,858 - \$61,288</b>

**Position Summary:**

Under general direction of the Director, performs a wide range of administrative and executive level support functions. Achieves results through direction, assistance, collaboration, and coordination of activities. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains communication with and provides relevant administrative support to Programs within the Department.
- Screens incoming calls, visitors, and correspondence; routes to program staff as required; may respond to inquiries independently based on nature of contact; serves as first point of contact for Director.
- Develops, implements, and manages general administrative office support systems including records and file management, and management of clerical and administrative duties.
- Assists in preparing annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares and processes budget reports, project invoices, and pay requests; maintains department and contract budgets and works accordingly with the accounting office.
- Completes and ensures the processing of personnel action forms, purchase requests, requests for payment, travel requests, and other administrative documents.
- Assists Programs with Third-Party Billing and Provider invoicing.
- Prepares correspondence, including background information, for Director's review/signature. Reviews correspondence/documents submitted by Programs to ensure completeness and accuracy of submittals.
- Prepares agendas, notices, minutes, and resolutions for meetings.
- Develops and maintains comprehensive hard copy and electronic records and file management systems.
- Maintains and updates the departmental web pages.
- Develops required narrative and statistical reports.
- Monitors and expedites time dependent activities and projects.
- Assists the Director in the management of schedule, calendars, and appointments.
- Assists in the resolution of operational issues with/between department programs; assists in response to citizen inquiries and in resolving complaints from the public.
- Meets strict deadlines by prioritizing tasks.
- Maintains databases and spreadsheet files in compliance with grant and/or contract requirements.
- Creates and maintains databases to capture information specific to department and program needs.
- Assists in onboarding new employees to the Department.
- Ensures the confidentiality of information subject to HIPPA and/or other privacy regulations.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's degree in Business Administration or in directly related field required. Ten (10) years administrative or executive level experience, including five (5) years advanced computer experience required. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Executive Assistant-Community Health & Wellness is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, and Skills:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of records management and basic accounting procedures.
- Knowledge of HIPPA and/or other privacy regulations and relevance to Program records.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill to exercise/exhibit professionalism in contacts.
- Ability to maintain confidentiality and exhibit high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill and ability to be persuasive and tactful in controversial situations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational, and financial reports and in grant documents interpretation.
- Skill in website/program page maintenance.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026

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3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**